

MILPER MESSAGE PROCEDURES

April 21, 2009

1. MILPER Messages are published to provide the field user, primarily Active Army Military Personnel Organizations (MILPO), new or changed procedural guidance pending publication in the appropriate Army Regulation; announcement of upcoming boards, results of boards and clarification of existing procedures. The MILPER Message system will **NOT** be used to announce policy, or change a regulation. This system has been in use since 23 April 1976.

2. Prior to 7 August 2003, MILPER Messages were sent to the field via AUTODIN message. In addition, since 1997, MILPER Messages were posted online for ready reference. In October 2002, the MILPO, MACOM, and Senior Military Personnel Leaders (G-1/AG, DCSPER, P&A Bn Cdrs) were surveyed, via MILPER Message, to determine the impact on their operations of not sending MILPER Messages via AUTODIN or Defense Message System (DMS). One hundred percent of the addresses responded that there would be no impact since they could not depend upon the autodin/DMS message to reach the right place in their organizations in a timely manner. Based upon this input, The Adjutant General (TAG) concurred in only placing the MILPER Messages on the Human Resources Command (HRC) Web Page. On 7 August 2003, MILPER Message 03-233 was published, informing the field user that MILPER Messages would no longer be sent via autodin/DMS and would only be available on the MILPER Message web page. The MILPER Message Web Page averages 50,000 hits per day.

3. The following procedures for publishing MILPER Messages are current:

a. Proposed MILPER Message is coordinated by the proponent of the message with functional proponents concerned with the subject matter.

b. Proposed MILPER Message is coordinated with the Command Judge Advocate (CJA), HRC, for legal matters. Exceptions to this requirement are all MILPER Messages regarding routine, repetitive board messages.

c. All MILPER Messages from within The Adjutant General Directorate (TAGD) must be forwarded to TAGD Operations for approval by the Deputy, The Adjutant General (DTAG). Messages for other organizations are exempt from this requirement, but must be approved by an Authorized Approving Authority for their Branch, Division, or Directorate. The Approving Authority Name should be included with the request to verify their permission.

d. Proposed message is forwarded to TAGD Information Technology Officer (ITO) via email including coordination information, in either text or document format.

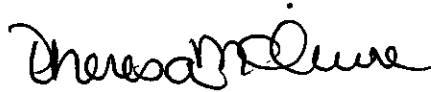
e. The following personnel are authorized to post MILPER Messages:

Primary: SGT Andre Eversley (andre.eversley@conus.army.mil)
Alternate: Mark Helmus (mark.helmus@conus.army.mil)

f. All MILPER messages will include as paragraph one, the statement, "THIS MILPER MESSAGE WILL EXPIRE NLT (*insert a date that is no more than two years*).". The last paragraph of the proposed message will include a POC. The message may be in all caps or upper and lower case. All caps are easier to read and are in keeping with the message format. Preferred font is Arial, 10 pitch.

Please submit messages within duty hours from 8:00am-16:30pm on regular business days. Also please refer MILPER Messages to the proponent at least 30 minutes before close of business (COB).

g. TAGD ITO publishes the message on the web and responds to the proponent via return email giving the MILPER Message Number and Subject. The S-1 Net, NGB POC, and OCAR POC are included in the response via Distribution List "MILPER Messages".



Theresa McGuire
The Adjutant General Directorate
Information Technology Officer